

FOODBORNE ILLNESS/COMMUNICABLE DISEASE OUTBREAK PLAN

Notification of Illness
and/or
Verification and Lab Confirmation

Communicable Disease and/or Environmental Assessment
(Number of cases, population at risk, relevant exposure history)

Information Indicates A Major Concern or Outbreak

Team Convened by Any Team Member
Foodborne Illness/Communicable Disease Outbreak

Core Group:

1. Health Officer
2. CD Director
3. CD Program Manager
4. HS & A Manager
5. CD Nurses
6. Clinics Manager
7. Public Information Office
8. Bioterrorism Manager

Optional Members:

1. Deputy Administrator
2. CHD Director
3. EH Director
4. PICC *see flow sheet
5. Food Program Manager
6. Vaccine Coordinator/Clinic Office Sup.
7. Other staff members as needed

Foodborne Illness/Communicable Disease Outbreak Responsibilities

Health Officer

1. Medical Management of outbreak
2. Coordinates communicable health care providers
3. Makes decisions and determines policies to control further transmission
4. Accessible to PIO for media
5. Informs Board of Health members as appropriate

Clinics Manager

1. Arranges for clinics
2. Evaluates clinic staffing needs and assigns
3. Coordinates with other SHD managers
4. Communicates information to clinic staff
5. Arranges for necessary supplies, vaccines or equipment as necessary
6. Coordinates with community agencies in concert with CD manager
7. Acts as liaison between CHD and CD outbreak team
8. Oversees delivery of clinical services
9. Calls for additional staff and may call for volunteers

Team Leader

(selected by core group at first meeting)

1. Oversees outbreak investigation process
 2. Assigns essential tasks/responsibilities
 3. Elicits additional resources as needed
 4. Coordinates communications of team members and with other agencies
 5. Facilitates outbreak debriefing meeting
 6. Assure final SHD outbreak report
 7. Submits CDC outbreak investigation report to DOH
- In the absence of a core group leader, assures responsibilities listed under program specific

Public Information Officer

1. Informs public as indicated
2. Media relations
3. Internal Communications

Deputy Administrator

1. Approves expenditures, i.e. overtime, supplies, equipment
2. Requests emergency funding

CD Program Manager

1. Coordinates activities of staff
2. Arrange for laboratory testing as needed
3. Keeps Health Officer/clinician informed
4. Calls for additional staff support as needed
5. Provides information to Public Information Office
6. Arranges for prophylactic medication

Health Statistics & Assessment Manager

1. Determines if cases are in excess and represent an outbreak
2. Oversees investigation design and questionnaires
3. Oversees data entry
4. Evaluates effectiveness of control measures
5. Evaluates effectiveness of plan following outbreak/disaster
6. Completes SHD report of investigation's methods, results, conclusions and recommendations

Communicable Disease Nurses

1. Collects medical and other information
2. Conducts interviews and investigation
3. Collects appropriate lab samples
4. Works with clinic in administering prophylaxis
5. Shares information with other members
6. Follows up on lab reports/r
7. Records information in clinic
8. Communicates with CD Manager
9. Calls meeting if potential outbreak suspected

Administrative Support Staff

1. Arrange for meeting times and communications
2. Provides necessary clerical coverage
3. Supervises volunteers
4. Assists with crowd control
5. Assists in arranging clinic
6. Assists in obtaining supplies, equipment, cars
7. Oversees patient flow
8. Assures appropriate record handling and routing of lab reports
9. Assures appropriate information is obtained and recorded by clerical

Arranges additional phone lines as necessary

Food & Living Program Manager

1. Assembles EH staff needed for investigative effort
2. Directs EH investigation activities appropriate staffing (site visits, sampling, etc.)
3. Reports to group or designee with findings, results and conclusions
4. Provides record of site investigations, samples and test results
5. Determines if further code enforcement is warranted, and advises Health Officer as indicated
6. Conducts review and evaluation of Food & Living Program response and implementation of preventive measures recommended to site.

Addenda:

1. Outline of investigation procedure
2. Bioterrorism investigation plan
3. PICC Flow Sheet